



# **North Carolina Statewide Uniform Certification Program**

## **How To Become HUB Certified**

### **November 15, 2012**

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# **Presenter**

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**Grover C. Burtney, Jr.**  
**HUB Construction Coordinator**

# Overview

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This presentation will include an overview of the HUB Office and the statutory definition of a HUB and the eligibility requirements for certification as a HUB under the Statewide Uniform Certification Program (SWUC). We will explain the services that the HUB Office provides and the benefits of HUB certification. We will also review the application process and the Division of Purchasing and Contracts' Interactive Purchasing System (IPS).

# Mission

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To promote economic opportunities for historically underutilized businesses in state government contracting and procurement that will foster their growth and profitability.



# Who We Are

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Created and Governed

- Executive Order #150
- Executive Order #13

North Carolina General Statutes “N.C.G.S.”

- 143-48.4
- 143-128.4 (definition)

# What We Do

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- Certify vendors as Historically Underutilized Businesses (HUB)
- Advocate to increase HUB participation in the state's procurement and contracting process
- Provide all customers with quality service in a manner that is courteous, responsive, accessible and seamless.

# Statewide Uniform Certification Program (SWUC)

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- Streamline the Certification of Historically Underutilize Businesses
  - Uniform Standards and Procedures
  - Single Database
-

# HUB Designation Categories

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- Minority - Black, Hispanic, Asian American, American Indian
- Female
- Socially & Economically Disadvantaged
- Disabled-Owned Business
- Disabled Business Enterprise (Non-Profit Work Center for the Blind and Severely Disabled)



# Who Should Apply

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## HUB Eligibility Criteria:

North Carolina General Statutes  
143-128.4

- Owned, operated and controlled at least 51% by a minority, woman, disabled or socially and economically disadvantaged individual (s) or a disabled owned business enterprise and whose
- Day-to-day management and daily business operations are controlled by one or more of the above persons

# Vendor Link NC and HUB Registration

## Statewide Uniform Certification Program

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### NEW VENDORS ONLY

***To Register In Vendor Link / Initiate HUB Certification:***

Go to <http://www.doa.nc.gov/hub>

Click **"Certification"**

Click **"Request HUB Certification"**

Click on top box for **"Vendor Registration / HUB Certification"**

On the Electronic Registration page – read terms and **"Accept"**

Complete all applicable information, including **"HUB Categories"** and **"HUB Ownership Information"**

On the last page – Click **"Registration Complete"**

***Return to <http://www.doa.nc.gov/hub> and Go to Listing for Forms and Documents and review "Certification Manual"***

# Office For Historically Underutilized Businesses (HUB)


Internet Explorer browser window showing the website <http://www.doa.nc.gov/hub/>.

Navigation menu (left sidebar):

- NCDOA Home
- HUB Home
- Vision and Mission
- Programs / Core Services
- Request HUB Certification
- Forms and Documents
- Reports
- FAQ
- Resources / Networking Links
- Bid Opportunities
- NC Purchasing Agencies
- Search for HUB Vendors
- Legislation
- Calendar of Events
- Contact Us

Page Title: NCDOA : Agencies and Commissions : Office for Historically Underutilized Businesses (HUB)


## Welcome to the Office for Historically Underutilized Businesses (HUB)



The Office for Historically Underutilized Businesses – generally known as the HUB Office – is committed to advocating for minority, women and disabled-owned businesses in their efforts to conduct business with the State of North Carolina.

HUB Office staff are available to assist firms with becoming certified as historically underutilized businesses. In addition, the HUB Office provides outreach, training and networking opportunities for new and established HUB firms. This website provides access to our programs and core services, HUB vendor/firm database, upcoming bids with various state agencies and public entities, HUB Annual Reports, HUBSCO Construction Reporting System, the latest news and calendar information for training and conference sessions.

The HUB Office was created by Executive Order 150 April 20, 1999. The HUB Office was codified, established by law and provided operational funding during the 2001 Legislative Session.

**HELP IMPROVE DOA**  
Submit your ideas to our Suggestion Box.

**Quick Links**

- New: [Statewide Uniform Certification \(SWUC\)](#)
- Moving: The HUB Office will be moving to the 4th floor of the Administration Building at 116 W. Jones St., Raleigh NC on June 29, 2009.
- [5 Year HUB Participation Chart - Goods & Services](#)
- [5 Year HUB Participation Chart - Construction](#)
- [Request HUB Certification](#)
- [Search for HUB Vendors](#)
- [HUB Legislation and Executive Orders](#)
- [HUB Reports](#)


# "Vendor Registration and HUB Certification"

Browser address bar: <https://addvmfm10/Ips/vendor/vndpubmain.asp>

Browser tabs: Vendor Link NC - Public Main Menu

Navigation Menu:

- Tips
- IPS Public Menu
- Vendor Link NC Home
- Vendor Registration HUB Certification
- Change Vendor Information
- Search for Registered Vendors
- P & C Home



State of North Carolina  
Vendor Link NC  
**Public Menu**

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Welcome to Vendor Link NC. Listed below are definitions of each of the menu items above.

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**[Tips for Vendor Registration & HUB Certification Process](#)**  
Learn about the Vendor Registration process, choosing a User ID and Password, how to navigate through the menu system and much more.

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**[IPS Public Menu](#)**  
Access the Interactive Purchasing System to search for bids by category, department, open dates or bid number.

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**[Vendor Registration & HUB Certification Process](#)**  
Register your business in the Vendor on-line registry and request HUB status.

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**[Change Vendor Information](#)**  
Change your business location address information, company status or add to your list of commodities. Use this link to access HUB status information, request to be verified or request to be re-verified.

---

**[Search for Registered Vendors](#)**  
Search for registered businesses by individual, organization name, HUB Status & other criteria.

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**[Purchase and Contract Homepage](#)**  
Return to the Homepage for the Division of Purchase and Contract.


# ELECTRONIC VENDOR REGISTRATION

Browser address bar: <https://addvmfm10/Ips/vendor/vndrmess.asp>

Browser tabs: N.C. Interactive Purchasing System - Vendor Registrat...

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: Home RSS Print Page Tools



IPS  
Interactive purchasing system

Interactive Purchasing System

State of North Carolina  
Division of Purchase and Contract

**Electronic Vendor Registration**

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Thank you for your interest in becoming a vendor with the State of North Carolina. Please complete all areas of the form including any Historically Underutilized Business (HUB) information. **NOTE: You must complete the e-mail address section and keep this information current.**

Upon approval an e-mail notification will be sent to you.

The Division of Purchase and Contract makes this vendor registration form available. It is your responsibility to keep all information current. If your e-mail address is not correct, your firm shall be deleted from our vendor file when we perform a maintenance check of the system. Being a registered vendor does **NOT** guarantee the receipt of electronic notification for all applicable solicitations. Vendors must routinely check our [IPS Bids](#) site for a listing of current business opportunities from the Division of Purchase and Contract and other agencies required to post certain solicitations to this system. The Division of Purchase and Contract shall not be responsible if a vendor does not receive an electronic notification for any particular reason.

**PLEASE NOTE:** The State of North Carolina is implementing a new electronic procurement system. If you want to receive electronic purchase orders, your business must also be registered in this new E-Procurement Service. Registration in the E-Procurement Service will enable your business to participate in procurement opportunities from state agencies, universities, community colleges, public schools and local government entities. The link to the E-Procurement site will appear on the last page of the Vendor Link NC registration process.

Vendor Registration questions should be directed to [Vendor Registration](#).

# VENDOR LOGIN

https://addvmfm10/Ips/vendor/vendorreg.asp?direct=n

File Edit View Favorites Tools Help

Vendor

P&C H

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## Login Information

To register your business with the State of North Carolina, you must provide a unique User ID and Federal Tax Id.

⬅ Indicates a required field.

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### Requirements for User IDs

User ID *must contain at least 6 characters, with no spaces or special characters. Remember this ID!* You'll use it each time you need to change your information or to register for commodity classes.

User ID:  ⬅

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### Requirements for Passwords

Passwords *must contain at least 6 characters, with no spaces or special characters. Remember this password!* You'll use it each time you need to change your information or to register for commodity classes.

Password:  ⬅    Verify:  ⬅

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### Requirements for Federal Tax ID

Type your 9-digit Federal Tax ID number, *with no spaces or special characters. This information will not be available to the public.*

Federal Tax No:  ⬅    Verify:  ⬅

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Your registration status will be sent to your E-mail address upon **successful** completion of the vendor registration process. If you do not receive an e-mail from us **within 2 working days**, make sure your e-mail address is valid. **Failure to supply a valid E-mail will result in your removal from the system.**

E-mail Address:  ⬅


# Vendor Location Information

https://addvmfm10/Ips/vendor/vendorlocationedit.asp?vndseqno=0&direct=N

File Edit View Favorites Tools Help

https://addvmfm10/Ips/vendor/vendorlocationedit.as...

Live Search

 State of North Carolina  
Vendor Link NC  
Vendor Location Information

[P&C Help!](#)

+ Indicates a required field.

Company Name:	MP's Painting Company			+		
Div./Group/Subsidiary:						
Contact:	First Name:	Joshua	+	Last Name:	Washington	+
Address1:	101 Caribbean Court			+		
Address2:						
City:	Knightdale			+		
County: (NC only)	WAKE					
State: (US only)	NC					
Country: (Non US)	United States					
Zip:	27545			+		
Phone:	(919)	217	- 9022	+	Ext:	
Fax:	( )		-			
Toll Free Number:	( )		-			
E-mail:	tar1031@bellsouth.net			+		



# HUB Business Group Definition

HUB - Windows Internet Explorer

https://addvmfm10/Ips/vendor/hubdata.asp?direct=N

File Edit View Favorites Tools Help

HUB

State of North Carolina  
Vendor Link NC  
**Business Group Definition**

[P&C Help!](#)

Businesses in the following groups are considered **Historically Underutilized Businesses (HUBs)** if at least fifty one (51%) of the business, or stock in the case of a corporation, is owned by one or more persons in the respective category; and the management and daily business operations of the firm are controlled by the HUB listed as owning 51% interest or stock in the firm.

☒ Check here if this is a **Minority Owned Business**

☒ African American (Black)

☐ Hispanic American (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)

☐ Asian American (including Pacific Islander)

☐ American Indian (including Alaskan Native)

☐ Check here if this is a **Woman Owned Business**

☐ Check here if this is a **Disabled Owned Business**

☐ Check here if this is a **Disabled Business Enterprise**

☐ Check here if you are **Socially and Economically Disadvantaged**(*construction vendors only!*)




# HUB Certification Request

Browser address bar: <https://addvmfm10/ips/vendor/hubdata.asp>

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: HUB

Page header:  State of North Carolina  
Vendor Link NC  
HUB Status Request

[P&C Help!](#)

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**Cerification Of Historically Underutilized Business (HUB)**

**Please print this page for your records.**

I, **Joshua Washington** affirm that the information I agree to provide shall be true and correct and include all material information necessary to identify and explain the operations of **MP's Painting Company** as well as the ownership thereof. The Office for Historically Underutilized Businesses will review the information presented here, in which case I agree to provide current, complete and accurate information and to permit an audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for denial or revocation of HUB Certification and/or all other action permitted under Federal and State laws concerning false and/or fraudulent statements.

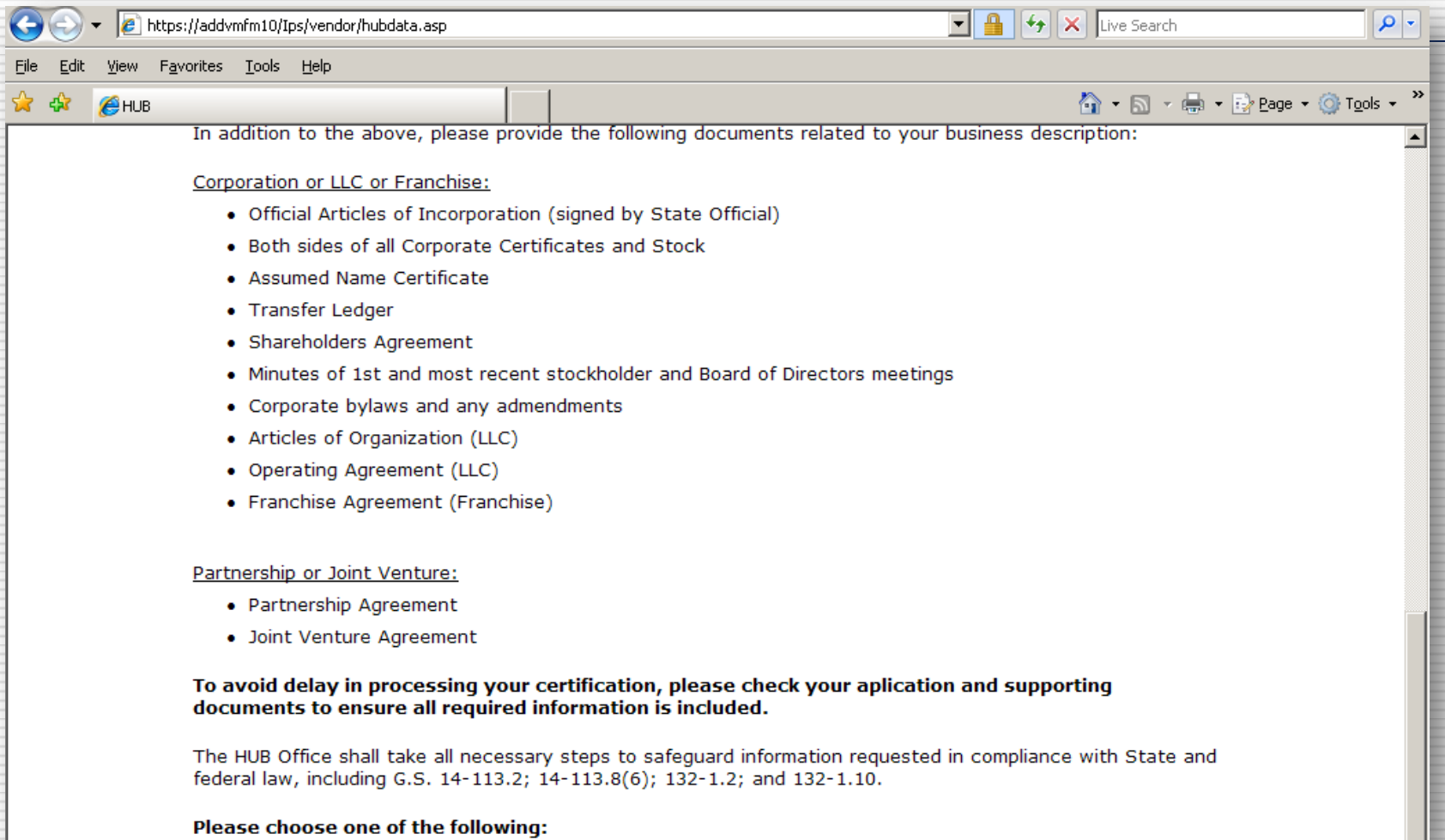
Once you have reviewed the HUB certification requirements, click the Accept or Decline text to proceed with your registration.

Based upon your company's structure (i.e. sole proprietorship, corporation), submit the following documents within 30 days from the date of your application. Failure to submit the required documents within the specified time may result in your application being denied.

All Applicants are required to submit the following documents:

- [Supplemental Application](#)
- Work experience resumes for all owners that include places of ownership/employment with corresponding dates
- Proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)
- Proof of Ethnicity (Passport, Green Card, Birth Certificate) If any of these documents do not prove

# HUB Certification Request (cont'd)



The screenshot shows a web browser window with the address bar displaying `https://addvmfm10/ips/vendor/hubdata.asp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also contains a search box with the text "Live Search". The main content area of the browser displays a certification request form. The form has a title bar with "HUB" and a search icon. The form content includes a heading, a list of required documents for Corporations, LLCs, and Franchises, a list of required documents for Partnerships and Joint Ventures, a bold instruction to avoid delay, a paragraph about the HUB Office's responsibilities, and a final instruction to choose one of the following options.

In addition to the above, please provide the following documents related to your business description:

Corporation or LLC or Franchise:

- Official Articles of Incorporation (signed by State Official)
- Both sides of all Corporate Certificates and Stock
- Assumed Name Certificate
- Transfer Ledger
- Shareholders Agreement
- Minutes of 1st and most recent stockholder and Board of Directors meetings
- Corporate bylaws and any admendments
- Articles of Organization (LLC)
- Operating Agreement (LLC)
- Franchise Agreement (Franchise)

Partnership or Joint Venture:

- Partnership Agreement
- Joint Venture Agreement

**To avoid delay in processing your certification, please check your aplication and supporting documents to ensure all required information is included.**

The HUB Office shall take all necessary steps to safeguard information requested in compliance with State and federal law, including G.S. 14-113.2; 14-113.8(6); 132-1.2; and 132-1.10.

**Please choose one of the following:**

# HUB Ownership Information

https://addvmfm10/ips/vendor/hubdata.asp?action=hubcert2&consider=1&direct=N

File Edit View Favorites Tools Help

HUB

State of North Carolina  
Vendor Link NC  
HUB Ownership Information


[P&C Help!](#)

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**Certifying Entity**  
As part of the Statewide Uniform Certification transition, if you are currently certified by one of the following certifying agencies, please select the agency. If you are certified by more than one agency, please select the closest certifying agency to your primary business location.

**Certifying Entity**


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**Type of Ownership**   
Select the appropriate business type and enter a valid date the business was started.

**Ownership** **Start Date (mm/dd/yyyy)**

Sole Proprietorship 05/24/2000

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**Ownership of Firm**   
Identify person(s) with ownership. Percentage should total 100%.

Name	Years Owned	Owner Percent	Voting Percent	Race	Sex	Disabled
Joshua L. Washington	9	100 %	100 %	African American	Male	No
		%	%	Caucasian	Male	No
		%	%	Caucasian	Male	No
		%	%			

# Registration Complete

Browser address bar: <https://addvmfm10/Ips/vendor/vndrinfodsply.asp?direct=N>

Navigation menu: [Tips](#) [IPS Public Menu](#) [Vendor Link NC Home](#) [Vendor Registration HUB Certification](#) [Change Vendor Information](#) [Search for Registered Vendors](#) [P & C Home](#)

IPS State of North Carolina Vendor Link NC

**Print a copy of this page for your records!**

MP's Painting Company	
User ID:	josh518
Contact:	Joshua Washington
Address:	101 Caribbean Court Knightdale, NC 27545 WAKE
Phone:	(919)217-9022
Email Address:	tar1031@bellsouth.net
Small Business:	Yes
HUB Certified:	No <i>(If you have requested HUB Certification, this will change to YES when your certification request has been completed.)</i>
Business Type:	Sole Proprietorship
Business Start Date:	05/24/2000

[\[Complete the Registration\]](#) [\[Return to the Change Menu\]](#)

### Registered Services

**Construction Codes [Add/Remove](#)**

No Construction Codes selected!

**Commodities [Add/Remove](#)**

- 912 Construction Services, General
- 914 Construction Services, Trade (New Construction)
- 961 Miscellaneous Professional Services
- 962 Miscellaneous Services


# Registration Complete

Browser window showing the URL: <https://addvmfm10/Ips/vendor/vndrregister.asp>

Navigation menu:

- Tips
- IPS Public Menu
- Vendor Link NC Home
- Vendor Registration HUB Certification
- Change Vendor Information
- Search for Registered Vendors
- P & C Hor

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State of North Carolina  
Vendor Link NC

**Registration Complete**

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**Thank you for registering!**

Please be advised that all information transmitted and received via the Internet shall be considered public record, subject to public release and inspection. Therefore, no representations are made as to the confidentiality of such information.

In no event shall the State be liable for any damages whatsoever arising out of or in connection with the use or performance of information transmitted and received between the State and any user. This publication could include technical inaccuracies or typographical errors. Changes may be made periodically to the information.

The Division of Purchase and Contract reserves the right to request any information regarding the financial status of any applicant or company, and may request references deemed necessary for registration and/or awarding of any contract(s).

If you have requested certification as a Historically Underutilized Business (HUB), notification of your approval, denial or any additional information will come directly from the Office for Historically Underutilized Businesses (HUB Office). A decision will be rendered within 60 days upon final receipt of supporting documents. As previously stated, you are required to submit supporting documentation based upon your company's business structure (i.e. sole proprietorship, corporation) within 30 days from the date of your application. Failure to submit the required documents within the specified time may result in your application being withdrawn.

# Documentation Checklist

**All Applicants are required to submit the following Documents**

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- ☐ **Statewide Uniform Certification Application**
- ☐ Work experience resumes for all owners. Include places of ownership/employment with corresponding dates
- ☐ Proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)
- ☐ Proof of Ethnicity (Passport, Green Card, Birth Certificate) If none of these documents prove ethnicity, you will need to complete the Ethnicity Affidavit
- ☐ Copies of Professional Licenses, if required
- ☐ Schedule of Salaries paid to all officers, managers, owners, or directors of the firm
- ☐ Copies of signed leases for office and storage space
- ☐ List of equipment (leased or owned) along with signed lease agreements, titles/proof of ownership of equipment needed to operate your business
- ☐ Documented proof of contributions used to acquire ownership for each owner
- ☐ Statement prepared and signed by your banking institution listing names of all persons who have signature authority on your business account
- ☐ Two letters of reference (include contact information, nature and duration of relationship)
- ☐ Home state certification for out of state businesses, if applicable
- ☐ Proof of disability, if applicable

# Documentation Checklist Con't

## Business Structures

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**Corporations** must provide the following additional information:

- ☐ Official Articles of Incorporation (signed by State Official)
- ☐ Both sides of all Corporate Certificates and Stock
- ☐ Transfer Ledger
- ☐ Shareholders Agreement
- ☐ Minutes of 1st and most recent stockholder and Board of Directors Meetings
- ☐ Corporate bylaws and any amendments

**Limited Liability Companies, including PLLC** must also provide:

- ☐ Articles of Organization (LLC)
- ☐ Operating Agreement (LLC)

**Partnerships, including LLP** must also provide:

- ☐ Partnership Agreement

**Franchises** must also provide:

- ☐ Franchise Agreement

# Why Register in Vendor Link

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- Internet access to bidding opportunities 24/7
- Free registration
- Ability to receive email notifications of bidding opportunities statewide
- Access to government entities seeking products and services
- Includes HUB registration and certification



# HUB Recertification and Make Changes in Vendor Link NC Profile

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If you have already created an ID and Password in the Vendor Link system

Go <http://www.doa.nc.gov/hub>

Click " **Certification** "

Click " **Request HUB Certification** "

Click on top box for " **Change Vendor Information** "

Enter your **User ID** and **Password** (if you have forgotten ID/Password call Purchasing and Contract at **919-807-4502** for **Kim Daniels-Jackson**)

Click " **Add/Modify HUB Information** " and follow the prompts. On the last page - Click " **Return to Change Menu** " and Click on " **Logout** "

## Recertification

Return to <http://www.doa.nc.gov/hub> and Go to Listing for Forms and Documents and review " **Certification Manual** "

# Doing Business with the State

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To expand your opportunities, register for:

- **Vendor Link NC**  
to receive e-mail notification of formal solicitations (Invitations for Bids and Requests for Proposals) posted on the Interactive Purchasing System (IPS)
- **HUB certification**  
to be designated as an Historically Underutilized Business in North Carolina
- **NC E-Procurement @ Your Service**  
to receive electronic purchase orders from government organizations in North Carolina
- **eQuote**  
to participate in electronic quotations for informal solicitations (under sealed bidding thresholds)

http://www.doa.nc.gov/pandc/index.htm

File Edit View Favorites Tools Help

State of North Carolina - Department of Administration

State of North Carolina - Department of Administration



# NORTH CAROLINA

## Department of Administration

DIVISION OF  
PURCHASE & CONTRACT

NCDOA Home | NCDOA Agencies and Commissions | Office of the Governor | NC Open Book | NC.Gov | SaveWaterNC | JobsNOW | Privacy Policy

NCDOA Home

P&C Home

IPS & Other Solicitations

Vendor Link NC

NC E-Procurement @ Your Service

E-Procurement / Education Outreach

Term Contracts

P&C Information

Notices and Directives

Sustainability

Quick Reference Links

EO50 Business Preference

Contact Us

Search NCDOA Sites

Google Custom Search

Go

NCDOA : Agencies and Commissions : Purchase & Contract

### Welcome to Purchase & Contract

North Carolina Department of Administration




Division of Purchase & Contract

The State of North Carolina purchases a wide variety of products and services with a total value of over four billion dollars annually. The Division of Purchase & Contract is the central purchasing authority for all state departments, institutions, agencies, universities, and community colleges. It also makes certain services available to local governments, public school systems, private colleges and universities, and other non-state entities.

Purchase and Contract establishes term contracts and disseminates information on these via the Internet and through searchable electronic catalogs. By combining statewide demand for commonly used items into one contract, the division helps users save money and eliminates the need for each agency to solicit separate bids.

The Division also provides training to procurement professionals and vendors, technical assistance on specifications and qualified products, compliance reviews, and inspections. Procurements are publicized online via the **Interactive Purchasing System (IPS)**, which lists solicitations from all state departments and campuses, plus public schools and some local governments. Registration through **Vendor Link NC** provides e-mail notification of bidding opportunities.

Follow us:



Quick Links

Administrative Code

2012 Procurement Conference [Agenda and Presentations](#)

Recovery Funds [Contract Provisions](#)

Learn about [OERI directives](#)

Access IPS, the [Interactive Purchasing System](#)

Information about [Gifts to State Employees](#)



**HELP IMPROVE DOA**  
Submit your ideas to our *Suggestion Box*.

# Office of State Construction

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## NC Construction Projects

<http://www.nc-sco.com>

State Construction Manual  
Forms and Documents





# NORTH CAROLINA

## Department of Administration

STATE CONSTRUCTION OFFICE

NCDOA Home | NCDOA Agencies and Commissions | Office of the Governor | NC.gov | JobsNOW |

- NCDOA Home
- SCO Home
- State Construction Manual
- Forms and Documents
- Reports
- Services
- SCO Conference
- SBC Information
- Frank B. Turner Award
- Links
- Contact Us

Search NCDOA Sites

Go

NCDOA Home : State Construction Office

### Welcome to the State Construction Office



The purpose of the State Construction Office is to provide professional architectural and engineering services and management leadership to state agencies. This office carries out its responsibility by (1) processing cost estimates and contracts relating to construction or renovation of state buildings; (2) review and approval of all plans and specifications for the construction or renovation of state buildings; (3) supervision of the letting of all contracts for the design, construction or renovation of state buildings; (4) inspection and acceptance of all work done and materials used in the construction or renovation of state buildings; (5) conducting assessments of state facilities to identify deficiencies and (6) providing administrative and technical support to the State Building Commission. These services protect the interest of the state and assure the proper expenditure of public funds for the citizens of North Carolina. This provides for efficiency in the expenditure of state funds in its capital improvement program.

Our mission is to direct and guide the state's capital facilities development and management process. To effectively and efficiently manage the state's capital improvement process to assure that improvements to the state's physical properties can be reasonably completed with the amount of money appropriated, and that improvements have been designed and constructed giving proper consideration to economy in first cost, maintenance cost, in materials, and type of construction.

**Physical Address:**  
New Education Building  
301 North Wilmington Street, Suite 450  
Raleigh, NC 27601  
**Phone:** 919-807-4100  
**Fax:** 919-807-4110

**Mailing Address:**  
State Construction Office  
1307 Mail Service Center  
Raleigh, NC 27699-1307  
**Courier Number:** 56-02-01

Follow us:



#### Quick Links

- [InterScope](#) (Agencies, Designers, Contractors)
- [VendorLink](#) (Interactive Purchasing System)
- [Downtown Raleigh Parking Map](#)

#### Recent News

- Welcome to the new SCO Website!
- [Contracts Awarded](#) can now be found under [Reports :: Awards](#)
- [Design Review Status - New!](#)
- [Construction Status - New!](#)
- [Fire Alarm Guidelines](#)
- [Fire Sprinkler Guidelines](#)
- [Tent or Canopy Permit \(See "Other"\)](#)
- [Electrical Guidelines \(2011\)](#)



**HELP IMPROVE DOA**

Submit your ideas to our Suggestion Box.



http://www.nc-sco.com/scomanual.aspx

File Edit View Favorites Tools Help

★ Favorites



Suggested Sites ▾



Web Slice Gallery ▾



Berkshire on sale at Chock ...



Free Hotmail



State of North Carolina



Verify URL

State Construction Office > SCO Manual



# NORTH CAROLINA

## Department of Administration

[NCDOA Home](#) | [NCDOA Agencies and Commiss](#)

[NCDOA Home](#)

[SCO Home](#)

[State Construction Manual](#)

[Forms and Documents](#)

[Reports](#)

[Services](#)

[SCO Conference](#)

[SBC Information](#)

[Frank B. Turner Award](#)

[Links](#)

[Contact Us](#)

Search NCDOA Sites

Go

[NCDOA Home](#) : [State Construction Office](#) : SCO Manual

### State Construction Office Manual

(\*Energy Revisions October 2008\*)

[Chapter 100 - Administration and Design Contracts \\*](#)

[Chapter 200 - Regulatory Review Procedures \\*](#)

[Chapter 300 - Project Phases \\*](#)

[Chapter 400 - Bidding and Contracts \(January 2006\)](#)

[Chapter 500 - Construction Administration \\*](#)

[Chapter 600 - Record Documents and Final Report \\*](#) (Rev. July 2009)





# NORTH CAROLINA

## Department of Administration

NCDOA Home | NCDOA Agencies and Cor

NCDOA Home

SCO Home

State Construction Manual

Forms and Documents

Reports

Services

SCO Conference

SBC Information

Frank B. Turner Award

Links

Contact Us

Search NCDOA Sites

Go

NCDOA Home : State Construction Office : Forms and Documents

### Forms and Documents

- **Administration & Design Contract**

- Requirements and Guidelines
- Forms

- **Flood Plain Management**

- Requirements and Guidelines
- Forms

- **Design Review**

- Requirements and Guidelines
- Forms

- **Bidding & Contract**

- Requirements and Guidelines
- Forms

- **Construction Administration**

- Requirements and Guidelines
- Forms

- **Project Close-out**

- Requirements and Guidelines





# NORTH CAROLINA

## Department of Administration

[NCDOA Home](#) | [NCDOA Agencies and Commissions](#) | [Office](#)

[NCDOA Home](#)

[SCO Home](#)

[State Construction Manual](#)

[Forms and Documents](#)

[Reports](#)

[Services](#)

[SCO Conference](#)

[SBC Information](#)

[Frank B. Turner Award](#)

[Links](#)

[Contact Us](#)

[Search NCDOA Sites](#)

Go

[NCDOA Home](#) : [State Construction Office](#) : [Contact Us](#)

### Contact Us

[State Construction Office Staff Listing](#)

[Electrical Inspection Territory Assignment](#)

#### Physical Address:

New Education Building  
301 North Wilmington Street, Suite 450  
Raleigh, NC 27601 [\[Get Driving Directions\]](#)

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State Construction Office  
1307 Mail Service Center  
Raleigh, NC 27699-1307  
Courier Number: 56-02-01

Phone: 919-807-4100

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*Capital Projects Coordinators*



### THE UNIVERSITY of NORTH CAROLINA HUB LIAISON /COORDINATORS CONTACT LIST

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UNCG	University of North Carolina at Greensboro	Anthony Phillips	HUB Coordinator	336-256-1069	<a href="mailto:a_philli@uncg.edu">a_philli@uncg.edu</a>
UNCP	University of North Carolina at Pembroke	Michael Clark	University Architect	910-521-6815	<a href="mailto:michael.clark@uncp.edu">michael.clark@uncp.edu</a>
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UNCW	University of North Carolina at Wilmington	Cheryl Sutton	HUB Coordinator	910-962-7597	<a href="mailto:suttoncd@uncw.edu">suttoncd@uncw.edu</a>
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# Your Potential Customers

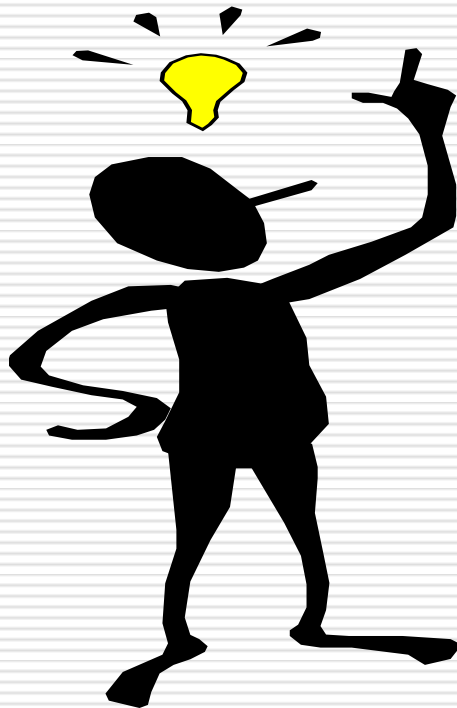
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- **State Agencies**
  - **Division of Purchase & Contract**
  - **Office of State Property**
  - **State Construction**
  - **N C Department of Transportation**
- **State Hospitals, and Institutions**
- **Community Colleges**
- **UNC System Universities**
- **Quasi-Government (Boards & Commissions)**
- **Public Schools & Local Government**

**Note: Public Schools & Local Government not subject to State rules**

# Questions and Answers

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# Office for Historically Underutilized Businesses

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**Grover Burtney, Construction Coordinator**

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